



THE CITY OF DOTHAN

EMPLOYEE JOB PERFORMANCE EVALUATION FORM

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PERIOD COVERED

NAME «CCI_AIN LAVEHA S		DUE IN PERSONNEL Q6-01-2Q04	TYPE G	STATUS CODE CA
SOCIAL SECURITY NUMBER 102562	DEPARTMENT .JUDICIAL DEPARTMENT		EVALUATOR(S)	
JOB TITLE OO01O MAGISTRATE	HIRE DATE OS-OS- 1988	STATUS DATE G5-O4&-2001	ANN DATE € T 06./-25	

INSTRUCTIONS: EVALUATING SUPERVISOR COMPLETES SECTION I BY RATING EMPLOYEE (1-3) ON JOB PERFORMANCE ACCORDING TO THE BASIC TASK LIST RATING GUIDE FOR THE EMPLOYEE'S POSITION. COMMENTS MUST ACCOMPANY EACH

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

SECTION I

BASIC TASK FOR POSITION AS DETAILED ON RATING GUIDE	CHECK APPROPRIATE RATING		
TASK 1: COMMENTS <i>Accounts for receipts + money received for tgetexoc. costs well. Forgets sometimes to turn in money.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 2: COMMENTS <i>Occasionally does warrants at window. Does FTA, FTP & FTC warrants. Needs to pay closer attention to details on these + be sure to close all index.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 3: COMMENTS <i>N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TASK 4: COMMENTS <i>Does not process CRD evaluations in timely manner, but does assist public, agencies, & most other employees w/ info about court. Answers phone.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 5: COMMENTS <i>Sometimes approves appearance bonds. Schedules court dates for CRD defendants.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 6: COMMENTS <i>N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TASK 7: COMMENTS <i>Only when working in jines room or Judge asks for her assistance.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 8: COMMENTS <i>N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TASK 9: COMMENTS <i>Doesn't always process in timely manner.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 10: COMMENTS <i>Follows most office procedures.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
NUMBER OF TASKS RATED ON: <i>7</i>	TOTAL RATING SECTION I <i>14</i>		

TASK RATING OF UNSATISFACTORY OR EXCEPTIONAL IN THE SPACE PROVIDED.

DOTHAN/Martin & Brackin 3724
CONFIDENTIAL Subject to
Protective Order

RATING OF UNSATISFACTORY OR EXCEPTIONAL

1. <u>QUALITY OF WORK</u> COMMENTS: Numerous AW's sent to PD without being signed. Many mistakes on AW's. Entered events in computer w/out having paperwork. Continued below	1 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
2. <u>INITIATIVE</u> COMMENTS:	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
3. <u>COOPERATION</u> COMMENTS: Cooperated with me & some of the other magistrates & clerk, but not all. Would like to see more cooperation with everyone.	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
4. <u>SAFETY CONSCIOUSNESS</u> COMMENTS: None	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input checked="" type="checkbox"/>
5. <u>QUANTITY OF WORK</u> COMMENTS: Works slowly & holds paperwork in her office much too long. Needs to process paperwork quicker.	1 <input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
6. <u>JOB KNOWLEDGE</u> COMMENTS: Has knowledge of job duties, but is not properly trained on computer program.	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
7. <u>DEPENDABILITY</u> COMMENTS: Punctual & usually takes little time off unless necessary.	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
8. <u>DEALING WITH THE PUBLIC</u> COMMENTS: Has made improvement. Needs to continue making.	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
RECORD THE NUMBER OF TASKS RATED ON IN SECTION II HERE	8	RECORD TOTAL RA^WG FOR SECTION II HERE	17

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

SECTION III - OVERALL RATING TO BE COMPLETED BY EVALUATING SUPERVISOR

TO DETERMINE EMPLOYEE'S OVERALL PERFORMANCE RATING, DIVIDE THE SUM OF THE RATINGS FOR SECTION I AND SECTION II BY THE TOTAL COUNT OF TASKS ON WHICH THE EMPLOYEE WAS RATED.

RATING	TASKS	HAS EMPLOYEE BEEN PROMOTED, DEMOTED, TRANSFERRED OR HAD A SIMILAR CHANGE IN POSITION OR SUPERVISION DURING THIS RATING PERIOD? IF YES, EACH SUPERVISOR COMPLETES A PERFORMANCE EVALUATION FORM FOR EACH SUCH OCCURRENCE AND THE CURRENT SUPERVISOR AVERAGES THE SCORES TO DETERMINE THE EMPLOYEE'S TOTAL SCORE FOR THE RATING PERIOD.
SECTION I		
SECTION II +	i	
TOTAL	15	
TOTAL SCORE		

1.00 - 1.99 UNSATISFACTORY 2.00 - 2.99 SATISFACTORY 3.00 EXCEPTIONAL

USE THIS SPACE TO CONTINUE COMMENTS FOR ITEMS IN SECTION I OF SECTION II OR TO DOCUMENT SEPARATE RATINGS.

1. (cont'd) hand, Doesn't close all orders issuing AW's. Needs to pay more

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attention

Lavera's evaluation was very hard to prepare because she is a great person & is very knowledgeable; however, her work pace, attention to detail, ability to get along with all staff, ability to get along with public, bondsmen, etc., is lacking. I would like for Lavera to put forth more effort to resolve these matters as well as help me.

Nancy C. Martin DATE *5/28/04*

REVIEWER'S COMMENTS:

We value Lavera's ethic and hard work for the

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EVALUATING SUPERVISOR

SECTION IV - REVIEWING DIVISION HfcAD OR N£XT HIGHER REVIEWING SUPERVISORY LEVEL.

REVIEWER'S
SIGNATURE

Sorden

DATE

7/8/04

SECTION V - APPROVING AUTHORITY COMPLETES THIS SECTION BEFORE THE EVALUATING SUPERVISOR ^- CONDUCTS THE PERFORMANCE INTERVIEW SESSION WITH THE EMPLOYEE.

ADDITIONAL PERSONNEL ACTIONS (STATUS CHANGE) REQUESTED BY APPROVING AUTHORITY.

IS THIS EMPLOYEE BEING RECOMMENDED FOR CONTINUED EMPLOYMENT?

YES *L4 NO D

IF NO, EXPLAIN FULLY BY ATTACHING ADDITIONAL SUPPORTING DOCUMENTATION. IF YES, AND THIS IS A TYPE C OR TYPE F PROBATIONARY EVALUATION, COMPLETE A STATUS CHANGE FORM (PF#101) AND SUBMIT WITH THIS FORM.

APPROVING AUTHORITY (DEPARTMENT HEAD) COMMENTS:

APPROVING AUTHORITY
SIGNATURE

DATE

SECTION VI - EMPLOYEE PERFORMANCE REVIEW AND INTERVIEW SESSION

EMPLOYEE COMMENTS ON JOB PERFORMANCE EVALUATION AND INTERVIEW SESSION:

~~CONFIDENTIAL~~

DATE OF PERFORMANCE INTERVIEW SESSION

EMPLOYEE'S SIGNATURE	<i>Laurie McClain</i>	DATE	<i>7-6-04</i>
EVALUATING SUPERVISOR SIGNATURE	<i>Nancy C. Martin</i>	DATE	<i>7/6/04</i>

SECTION VII - TO BE COMPLETED BY PERSONNE

DATE / TYPE OF NEXT EVALUATION:
DATE

TYPE:

SCORE

AVERAG
E

STATUS CODE

REGULAR STATUS EFFECTIVE
DATE

AS400

